

CITY OF UNION GAP, WASHINGTON
REQUEST FOR QUALIFICATIONS CONTRACTED CITY ATTORNEY SERVICES

The City of Union Gap invites interested individuals or firms to submit qualifications for contracted City Attorney services. Submissions are due at City Hall by 4:00 p.m. on Friday, November 14, 2014.

The City seeks services encompassing the traditional scope of work for a City Attorney including legal counsel, opinions, consultation and coordination with special counsel. Attendance at a variety of meetings will be required, including staff meetings and Council meetings as specified. This does not include prosecution services which are contracted separately.

Delivery: Submissions may be mailed, hand delivered, or emailed to Karen Clifton, Director of Finance and Administration, City of Union Gap, 107 W. Ahtanum Road, P.O. Box 3008, Union Gap, WA 98903; kclifton@cityofuniongap.com. Questions regarding this request for qualifications are to be directed to Rodney Otterness, City Manager, 509-248-0432.

Minimum Qualifications:

1. Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association;
2. Each attorney in the proposed team must be a member in good standing of the Washington State Bar Association;
3. The proposed designated City Attorney must have a minimum of five years experience in the field of municipal law with particular experience in land use, employment, and public works construction.

The City of Union Gap reserves the right to reject any or all proposals, waive technicalities or irregularities and to accept any submission if such action is believed to be in the best interest of the City.

GENERAL INFORMATION

Purpose

The purpose of this Request for Qualifications (RFQ) is to solicit and select a qualified individual or firm to provide a full range of municipal legal services serving as the City's legal counsel on a contractual basis. The City of Union Gap is a Council/Manager form of government and a code city as described under Title 35A of the Revised Code of Washington.

SCOPE OF SERVICES

The City will need a full array of Municipal City Attorney services, including but not limited to:

General legal counsel for the City Manager, City Council, and staff including but again not limited to:

Attending meetings with the City Manager and staff when requested. Being available for phone consultations with the City Manager, Councilmembers, and staff. Bringing to the attention of the City Manager, City Council, or staff matters of relevance as a result of new legislation or recent court decisions. Maintaining a liaison with other associated special counsel. Attending and actively participating in management meetings as needed. Attendance at all regular City Council meetings. The City Council regularly meets every second and fourth Monday evening of each month at 6:00 p.m.

Availability for special sessions of the City Council. Review and original preparation of ordinances, resolutions, and contracts when requested. Litigation services – representing the City either as a plaintiff or defendant. Representing the City in administrative proceedings before other governmental units. Services related to the formation of Local Improvement Districts and the collection of assessments. Contract law including such subjects as personal services, equipment, and real estate leases and purchases. The exercise of Eminent Domain. Services related to Right of Way acquisition. Services related to utilities.

Areas of particular need are land use law, including but not limited to zoning and development regulations, platting, Growth Management Act compliance, annexations, and Shorelines Management Act compliance; employment law; and utilities related services.

It is estimated that an average of approximately 60 hours per month will be involved in completing the tasks of City Attorney but the amount of time can vary considerably from month to month.

SELECTION PROCESS

Submittal Criteria: The City Manager will review all proposals and may invite the most qualified firms to an interview. The City Manager will provide a list of finalists to the City Council who will interview all finalists. The expected date of this interview is November 24, 2014. In reviewing and evaluating the submitted proposals and interviews, the following criteria will be used:

Advanced knowledge of all municipal government legal issues. Availability, references, and billing rates of person or persons serving as the City's contracted attorney. Advanced understanding of Washington State land use law including, but not limited to GMA, SMA and SEPA. Proposed fee structure. Propose a compensation package, inclusive of all service costs. The City is open to a variety of approaches, including hourly rates or a flat monthly rate with add-ons. The City will select the finalists by considering the proposed compensation as a "best and final offer", although the City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including costs. Qualifications of the key staff that will be assigned to the City. (Indicate their assigned role, amount of time available, past relevant experience and resume, etc.) Include a rate schedule for all assigned staff. (Please address experience with municipal government legal services.) Names of references, including contact person and telephone numbers of organizations for which the firm has provided similar services.

QUESTIONS

All questions regarding this proposal shall be directed to:

Rodney Otterness Email: rotterness@cityofuniongap.com Phone: 509/248-0432

TERMS AND CONDITIONS

Not all proposers may be interviewed. The proposer shall be responsible for the accuracy of the information supplied. The City of Union Gap reserves the right to reject any and all proposals, to issue one or more agreement(s) for the intended scope of services, to waive minor irregularities, to issue additional RFQs, and to either substantially modify or abandon the selection process prior to any award of a contract. The City reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. Nothing contained herein shall require the City of Union Gap to award a contract, and the City of Union Gap

reserves the right to determine its own selection criteria in the award of the final agreement. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall at a minimum reflect the specifications in the RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by the City Council. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFQ.

SCHEDULE OF PROPOSAL PROCESSES

The City provides the following schedule. This is for information only and will be adjusted as needed. Proposers are encouraged to reserve flexibility for interviews as the City will not be able to allow much advance notice when scheduling initial interviews.

Distribution of RFP – October 13, 2014.

Deadline for Submittal of Proposals – November 14, 2014 at 4:00 p.m. All submissions must be received by the City on this date. Late submissions will not be considered.

Interviews with City Manager: November 17 - 21, 2014

Finalist interviews: November 24, 2014

Tentative starting date: December 1, 2014

SUBMISSION DEADLINE: **4:00 p.m. on November 14, 2014**

Submissions may be mailed, hand delivered, or emailed to Karen Clifton, Director of Finance and Administration, City of Union Gap, 107 W. Ahtanum Road, P.O. Box 3008, Union Gap, WA 98903; kclifton@cityofuniongap.com. Late submissions, faxes or telephone proposals will not be accepted. Digital proposals may be submitted via email, but the City assumes no responsibility for formatting or transmission errors.

Proposals should be prepared simply, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.